

**Policy:**           **Passport Accountability System**

**Purpose:**           To establish an accountability system to account for the location and safety of all fire department personnel at an incident.

**Scope:**           Applies to all Fire Department personnel

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## **Policy**

The Northern Piatt County FPD shall use the Passport Accountability System to account for the location and safety of all fire department personnel, including mutual aid fire departments and staff personnel at all multi-unit responses where personnel may be assigned:

- To perform tasks that are inherently dangerous or,
- To a location that is or may become dangerous or,
- To an environment that is or may become dangerous.

These responses include, but are not limited to:

- Working fires
- Hazardous materials incidents
- Confined space rescues
- Multiple casualty situations
- High angle rescues
- Below grade rescues
- Natural disasters
- Civil disturbances
- Urban search and rescues

## **B. Procedure**

Northern Piatt County FPD shall use the Passport Accountability System in conjunction with the Incident Command System (ICS) to identify the following at an emergency incident:

- The individual members of a company
- The company's unit designation
- The company's location and assignment
- The sectors created
- The sector officers' location and assignment
- The companies assigned to each sector
- The individuals with special staff functions

The Passport System shall be expanded along with the ICS to manage and account for multiple-alarm companies, mutual aid companies, and/or volunteer response companies and individuals.

### 1. The Fireground Accountability System (Passport System)

The Passport System utilizes:

- Passports—Primary and Backup
- Name Tags
- Helmet Shields
- Portable Status Boards
- Make-Up Kits
- Standard Operating Procedures

to account for the assignment, location and status of all emergency responders before, during and after an incident.

### 2. Passports

The purpose of a passport is to provide accountability of companies, tactical assignment of companies and the personnel assigned to each company.

Passports are a three-part board that contain the following information:

- Top portion of the passport indicates the:
  - ◇ Jurisdiction
  - ◇ Company designator (Eng., Truck, Unit, Car)
  - ◇ Apparatus, unit or car number

Examples: Northern Piatt Rescue 349

- Middle portion is Velcro that holds the member's nametags that are assigned to that apparatus, unit or car.

There shall be two (2) passports) provided for each company.

Hook side of Velcro is fastened to the passport.

### 3. Name Tags

Each uniformed member of the fire department shall maintain a minimum of two Velcro nametags, which are stored under the rear brim of their helmet.

- One nametag is attached to the primary and one nametag is attached to the back-up passport when a member is assigned to a company.

The company officer's nametag is the first name tag on the passports.

The engineer's nametag shall be the next nametag below the officer's on the passport and is right side up until the company is assigned and the engineer remains with the apparatus.

If the engineer or any other person remains with their apparatus, the company officer turns the name of that person upside down on the bottom of the passport when it is given to the incident commander or sector officer.

The person assigned to picking up the backup passports of the initial arriving working companies for the incident commander should place the engineer's name tag upside down at the bottom of the passport if the engineer is with the apparatus.

When each member enters the apparatus, nametag should be placed on the apparatus passport.

Each member of a company is responsible for placing their nametags on the primary and backup passport or verifying that their nametags are on the primary and backup passport.

Hook side of the Velcro is attached to the nametags.

#### 4. Specific Individual Responsibilities

The incident commander at an emergency incident shall use the passport system to account for all sectors, companies, and individuals with staff functions at the incident.

Sector officers shall use the passport system to account for all companies and individuals assigned to their sector.

Company officers shall use the passport system to account for all personnel assigned to their company.

Staff officers shall use the passport system to account for all personnel assigned to them.

All NPPFD members shall actively participate in the passport system.

#### 5. General Responsibilities for Safety

The incident commander, sector officers, company officers, staff officers, and firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued crews or members.

Company officers and individual firefighters are accountable for the safety of themselves and other members of their company.

#### 6. Company Member Responsibilities

Company members shall maintain a constant awareness of the position and function of all members working with them.

Company members must always be in contact with each other through one of the following methods:

- Direct voice contact
- Direct sight
- Direct physical contact

Exception: Radio or phone contact is permissible for apparatus operators, sector officers, staff officers and other special assignments where the location and safety of such personnel is constant and is known by the incident commander or sector officer.

#### 7. Emergency Procedures

When a member of a company is determined to be in trouble, the other member(s) of the company shall take appropriate steps to:

- Provide immediate help to resolve problem
- If necessary, leave the member to get additional help

## 8. Company Unity

The company officer shall maintain the company unity.

Company members will stay together as companies, when in the emergency incident perimeter and as otherwise directed by the incident commander or sector officer until the termination of the incident.

When staffing allows for splitting a company, the company officers shall pre-assign the members of the split company and designate a member as the leader.

Company officers are only accountable for personnel under their direct supervision.

When personnel are assigned away from a company officer to a different company officer, that officer is accountable for the assigned personnel.

## 9. Maintenance of Shields and Passports

Company officers shall be responsible to supervise the maintenance and proper placement of helmet shields and passports for his/her assigned company personnel during the entire shift of duty and at emergency incidents/

All on-duty personnel are responsible for having:

- Their name tags on the correct primary and back-up passports

All personnel shall assure that the correct numbers of nametags are under the brim of their helmet.

## 10. Reporting to the Emergency Incident

When a company reports to an incident, staging, or sector, they will transfer their primary passport to the incident commander or sector officer.

The only exception is when the company is the only unit at the scene or the company is a first-arriving committed unit that arrived before an exterior command was established.

The incident commander may have the backup passport for the first-arriving committed companies retrieved from their apparatus so that an accurate accounting of personnel will be maintained.

When first-arriving companies that have not transferred their passports to the incident commander or a sector officer leave a hazardous area, they will report their company status to the incident commander by radio or personal contact.

The incident commander will direct the company officer to a sector officer or to a new assignment where they will transfer their passport(s).

Companies exiting in a sector other than that in which they are assigned should notify the original sector officer so that he/she is aware of the company's location and status so they can be accounted for, given a new assignment, or ordered to report back for their passport.

When an appropriate amount of time has passed and the company officer has not returned to or notified the incident commander or sector officer that they have exited the building, it will be the incident commander or sector officer's responsibility to initiate a search for the missing company.

#### 11. Mutual Aid

Mutual aid companies and individuals can be included in the NPPFD passport system.

If the mutual aid companies report directly to the scene, the incident commander shall obtain accountability tags from mutual aid departments, regardless of the type of system mutual aid companies are using.

Individuals needing accountability material that respond directly to the incident scene should report to the command post area where nametags can be written.

These personnel should be provided a brief overview of the passport system and their duties before assignment.

#### 12. During Emergency Operations

The incident commander and sector officers will:

- Require the transfer and use of passports at every incident identified in the policy statement.
- Will record the time that assigned companies report to the scene or to a sector.
- Will utilize status boards to track companies (sector officers in hazardous areas may not be able to use status board)
- Will enter times on the passports to assure the proper rotation of personnel.

The incident commander or sector officer, when relieving a company, will:

- Confirm with the company officer that all company members are accounted for.
- Inquire as to the progress or completion of their assignment.
- Return the company's passport to the company officer.
- Direct the company officer to rehab or another sector for assignment.
- Advise the designated sector officer that a new sector assignment has been made.

The receiving sector officer will acknowledge the assignment and record that information on the status board.

### 13. The Possession and Location of the Passport During an Incident

The possession and location of the primary passport during an incident is determined by:

- The arrival sequence of companies
- The initial tactical assignments of companies
- The subsequent tactical assignments of companies
- The structure of the command system
- The physical location of the sector officers
- The stage of the incident

### 14. Initial Arriving Working Companies.

The incident commander may have the passport brought to the command post if the incident progresses to extra alarms.

### 15. Subsequent Arriving Companies and Reassigned Initial Companies

The primary passport of subsequent arriving companies and reassigned initial companies is transferred to the incident commander or to the sector officer to whom the company is assigned.

### 16. Incident Commander

The incident commander should have the primary passports of all companies that are assigned to the incident.

The incident commander should have the passports of all companies assigned to a sector when the sector officer is located in a hazardous position and is not using a status board.

#### 17. Moving Around the Incident

When a company leaves a sector, the company officer retrieves the company's passport from the incident commander and returns it to the apparatus.

The company officer should always have the company's passport in his possession when the company moves from the incident commander to a sector or from sector to sector unless the sector officer does not have a status board.

#### 18. Termination of the Incident

As the incident is scaled down or terminated, the incident commander and the sector officers should:

- Determine that all companies are complete and all personnel accounted for.
- Should have returned all the passports to the appropriate companies and not have any passports still in their possession.

At the termination of the incident, all companies should have:

- Accounted for all their personnel
- Retrieved the passport from the incident commander or sector officer

#### 19. Roll Call

The incident commander, sector officers and company officers will conduct an emergency incident roll call using the passport system as follows:

- When a company is relieved of an assignment and transferred to a different sector, the sector officers will confirm that the company officer has conducted a roll call of his company.
- When the incident commander, sector officer, or company officer presumes a firefighter or company missing or trapped, that officer will announce the situation as emergency traffic.
- The incident commander will order rescue efforts to begin as soon as the firefighter or company's location and assignment has been determined.
- The incident commander will then conduct a roll call of the emergency incident to determine or confirm the identity, assignment and location of the missing personnel.

- When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
- When the incident commander, sector officer or company officer determines that a need for a roll call exists.

EXAMPLE:

*“All sectors and all companies from command with emergency traffic—An unidentified distress call has been transmitted.”*

*“All sectors and all companies from command—conduct a roll call of your units.”*

*“Interior sector message received.”*

*“Rear sector message received.”*

*“Roof sector message received.”*

*“E-11 from interior sector—conduct a roll call.”*

*“E-11 message received.”*

*“Interior sector from E-11—All members accounted for.”*

*“Command from interior sector—All accounted for.”*

*“Command, message received.”*

NOTE: Whenever possible, roll call will be conducted without the use of the radio to keep the frequency clear.

Before there is a change from an offensive to defensive fireground strategy:

*“All sectors from command—We are setting up to change to a defensive strategy. Withdraw all units from the building and conduct a roll call.”*

*“Command from interior sector—message received, withdrawing.”*

*“Command from roof sector—message received, withdrawing.”*

*“Command from Sector 2—all units accounted for and out of the building.”*

*“Interior sector and Sector 2 from command—message received.”*

*“Command from roof sector—all units off the roof and accounted for.”*

*“Roof sector from command—message received.”*

By the Order of: \_\_\_\_\_  
Fire Chief

Date: \_\_\_\_\_